Previous references.
Imp. Gazette Part II Vol 40
No 40 of Oct 5. 1905
R 3081-9/12. R 76-10-2 of 11-11-10
6405-13/me 48-04-26 of 27-1-10.

Later references.
S.R. 88-1685 of 10-12-10
B. Sept. 17

1910.
(Sep. Rev.)

File No. 34-10

Serial Nos. 1-4

(31)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-4

Part B. for May 12

SUBJECT.

periodical destruction of Excise records.

From the Excise Commr. No 1653 of 17-8-10
Submits for approval a list showing the classification of Excise records & the periods for which they have to be preserved as decided at the Conference held in August

2 To the Excise Commr. No 7L 4466 of 24-2-11
Requests him to revise the list in the light of the Observations made & then resubmit the same for G.R.S. 58 approval.

3. From the Excise Commr. No 7L 7916 of 2-4-12
Resubmits the list duly revised.

Chairman

4) To The Weise Comm^{r}.
By Comm^{rs} of Districts
No H 5184-92 dt 31.5.12
Approves of the list.

G.R.S. 11] 1910.

GENERAL AND REVENUE SECRETARIAT.

(8/4)

NOTES.

File No. 34-10

FILE HEADING.

Periodical destruction of Excise records

From The Excise Comr

No. 1653 Dated 17/8/10 Received 18/8/10

Diary No. 767 Enclos. 1 Spare Copies - { Serial No. 1

BRIEF ABSTRACT OF LETTER.

Submits for approval a list showing the classification of Excise records & the periods for which they have been preserved as decided at the Conference held ~~on~~ in August 09.

NOTES AND ORDERS.

The classification of records & the periods for which they are to be preserved in the ~~case~~ list forwarded by the Excise Comr related to those of the offices of Exam Branch

NOTES—First sheet

GPB—30,000—3-4-07.

Serial No.

over

2 The necessity for the permanent preservation of Rs 11 21 22 23 24, 28 & 29 in para one of the list is not understood

also 15, 32 & 33. These may be brought to the 30 years' list.

3 Parts I & II of the Gazette files mean also the preserved permanently para 1 of the list. Referred bills on account of stationery &c may be preserved for 30 years so also referred bills of all accounts Release claims have been allowed by Govt

Yes

Yes

4 Service books of Asst Inspectors & Sub Inspectors are proposed to be preserved only for 30 years ~~These Service~~ It is essential that the Service registers of the employees should be preserved till the question of their pension or gratuity is finally settled by Govt and payment is made. The proposal about the service Regr may be so altered.

There is no necessity for

GPB—55,000—27.4.09

G. R. S. 12]
General and Revenue Secretariat.

S/M File No. 34 of 1910

Serial No.

S/M

Preserving the "Leave Reports" for 30 years as the Service registers have also been posted up to date and the entries required each year when the Schedules of establishments is prepared can be compared with Kinnaird's records so to preserve the registers over for 30 or 5 years

Yes. I will do

5) Kinnaird be asked to preserve the uniform clothing registers (Sl 6 in page 3 of Steles B) for 30 years instead of only one year.

Yes.

Evidently the because they form part of the Salary records.

6) Nothing said in the list about the day books & ledgers to be maintained in the Salt Offices.

Subject for order.

The 8/9/10

(1) The above modifications seem to be suitable and may be adopted

8/9/10

(2) Instead of different short periods of 3 years, 2 years & 1 year, a uniform limit of 3 years may be

NOTE—Contn. sheet.

GPB—55,000—27.4.09

G. R. S. 12]
General and Revenue Secretariat.

S. R File No. 34 of 1910-11

(4)

Serial No.

records ~~Steps for which~~ following heads
~~those~~
fixed for all ~~these~~ a lot of
work will be saved and the rules will
have the advantage of simplicity.

£4/9/10

1st C/J Please compare with
similar lists in the
Revenue & Municipal
& other Depts

VPM
Dis 27/9/10

SB
26/9/10.

To Branches I, III, IV + V ~~for favour of rule~~

KB
29.9.10

27.9.10 Please see the revised
rules for the Selection, Pre-
servation and Destruction of
Rev. Records under print, a proof
copy of which is put up for
reference —

SB
30/9/10 To Branch III

KK
30/9/10

Rep 10

Note—Contn. sheet.

GPB—55,000—27.4.09

Cls. Other Pros Rep sections to with VP 1/10

for

G. R. S. 12]
General and Revenue Secretariat.

S. R File No. 34 of 1910-11

(45

Serial No.

For the purpose of destruction of records in the Regl Dept they are divided into two sets — permanent & temporary and for a uniform time limit of 3 years has been prescribed for the preservation of the latter. Rules are under issue.

C.B. SN
4/10/10

(11) Subo. No rules seem to have been formulated in the Police Dept. Perhaps a reference may be made to the I.S.P. in the matter.
3.10.10. SN

(12) Please see Rule of Practice No 122 & 26.9.1908 herewith put up
7.10.10 SN

(13) Passed on to Branch IV
SN
7.10.10

(14) Please see G.O. No. 6405-VB dtd 27.1.1910 on the subject.
IV A Sch
5/7/10/10

Cys Maps on the file — X

MR 55 of 1910 4/

(15) Please see Appendix Dept. Rec. Office as regards the G.R.S. Manual of the Genl Adm. Soch. If there is/are also no orders relating to the Departments under Br. V).
Br 2
8/10 VS 9-10-10.

NOTE—Contn. sheet.

GPB—55,000—27.4.09

G. R. S. 12]
General and Revenue Secretariat.

S.R. File No. 84 of 1910

Serial No.

Submitted

9/11/10

Put up a short memo pointing out differences in main points, if any.

9/11/10

Submitted

9/11/10

The lists of the other depts were carefully compared with that of the Excise dept. The Excise dept has a peculiar importance of its own in respect of the subjects dealt by it except in the case of certain papers, such as Form A "D" registers annual accounts & reports, reference books, service registers & Schedule of establishments, Confidential registers, Nationality account books, Diaries of Officers &c. There is very little difference in respect of these registers & papers on the part of the ~~Excise~~ period for which

NOTE—Contn. sheet.

GRB—50,000—12-8-10

Serial No.

they are to be preserved. The Civil Courts records do not admit of comparison with those of other departments & the Registration Dept has divided its records into 2 sorts, one of permanent nature & the other of temporary nature the preservation of which for more than 3 years is considered unnecessary. The classification of the Excise records as suggested by the Excise Comr may be approved with the modifications suggested in para 15 of these notes. Ex. Comr may also be requested to add to the lists the Excise records of the Taluk Cutcheries, as they are not included in the lists of the Rev. Dept. It would however be better to consult the Excise Comr before hand as to whether the alterations proposed are agreeable to him.

Filed with a draft accordingly for the orders of Govt.

2 Nil

18/12 yp - put up draft enquiring - also note SM

31/12/10.

(7)

G. R. S. 12]
General and Revenue Secretariat.

SR File No. 34 of 1910

Serial No.

1) The draft put up includes the information marked "A" in the first para. ~~and~~ It is resubmitted for orders

4/2/11. [illegible]

2) Draft may be appd

17/2/11

2144
12-2-11

3) Approved [illegible]

22/2/11

4) Issue

22/2/11

22/2/11

2 To Melxeise Cav
no. 7E 4466 dy 24.2.11
Request him to revise the list in the light of the observations made & return the same for approval.

3 From Melxeise Cav
no. 7916 B/24.2.11
Resubmits the list duly revised.

5) Submitted draft for approval & orders

Three 50 Rs. 99

6) May be appd

11/5/12 2nd Cy 18/5/12

NOTE— Contn. sheet.

GPD-50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

S. R. File No. 34 of 1910.

(8

Serial No.	
	25)
	Draft approved by the 2nd Cr.
	27/5/12
	28/5/12
	26/5/12
	28/5/12
4	To the Excise Comr.
	" Dy Comrs of 24 Ps
	No. 7(5784-92) dy 31-5-12.
	Approves of the list.

NOTE— Contn. sheet.

GPB—50,000—12-8-10

0767 (1

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE,

No. 1653 E/1

Bangalore, dated 17th August *19*10.

From

H. H. Sparkes, Esquire., SA 84-10

Excise Commissioner in Mysore. 8 Mo 1

To

C. S. Balasundaram Iyer, Esq., B.A.,
Offg: *Secretary to the Government of*
His Highness the Maharaja of Mysore,
General and Revenue Departments.

SIR,

I have the honor to forward herewith a copy of a memo drawn up during the last Excise Conference showing the classification of Excise records according to the period for which they are to be preserved and to request that you will be so good as to obtain the approval of Government for necessary instructions being issued in the matter.

I may here mention that I have taken the opinion of the Deputy Commissioners on the subject and they generally agree to the period decided at the Conference.

I have the honor to be,

Sir,

Your most obedient Servant,

H H Sparkes

for Excise Commissioner.

5767

1910.

From

H. H. Sparkes, Esq^re
Excise Commissioner in Mysore.

To

C. S. Balasundraraya Esq^re B.A
Secretary to the Government of
H. H. the Maharaja of Mysore,
Genl. and Rev. Depts.

Dated 17th August '10

Despatched

Received

General No. 1653

Enclosure No. 1

SUBJECT.

Forwarding for approval of Government memo regarding the classification preservation etc of Excise records decided at the Conference held on 4th June 09

GPB—2,000—31-7-09

Enclosure to SL 1 SR 34-10 (page 246) 2

Memo regarding the classification, preservation &c, of Excise Records decided at the Excise Conference held at Bangalore on 4th June 1909.

Records to be kept permanantly.

1. "From" Register.
2. " To" Register.
3. Circular Order Book (to Inspectors).
4. Office Instructions file.
5. Reference Books.
6. Memo Book.
7. Acquittance Roll.
8. Conviction Register.
9. Register of Government Articles.
10. Government Proceedings.
11. Index Book to Crime Register.
12. Schedule of establishment.
13. Circulars and Standing Orders.
14. Date Groves and Reserves, Plantations &c,.
15. Correspondence regarding Conference and meetings. — 9
16. District & Taluk annual D.C.B statement of all kinds.
17. T.T. 3 Register -(Villagewar).
18. T.T. 3(a) Register- (Shopwar).
19. T.T. 8 Register.
20. Villagewar Register of information. — 2
21. Crime Register- (District office).
22. Tappal Book.
23. Range Office accounts..
24. Refund Bill on account of Sringeri Jahagir Arrack &c, of other Inams
25. Mysore Gazette Part III. only not parts I & II ? villages where claim to toddy cannot be allowed
26. Correspondence re appointment, leave, promotions, & retirements &c.
27. Correspondence re reorganization &c, of Excise and office Staff.
28. Resale Register.
29. Departmental Fine ~~statement.~~ Register.

(3)

30. License Register.

31. Crime Register - (Range office).

32. Correspondence re misconduct of officials, Inspectors &c,. - 2.

33. House rent, quarters and accommodation for office, Excise staff. 1 2

34. Statement of officials dismissed.

35. List of Europeans employed.

Records &c., to be preserved for 30 years.

1. Defaulters' Register.
2. Service Books of Assistant Inspectors & Sub Inspectors.
3. Leave Register (of Inspectors and Asstt. Inspectors &c,.

Records &c, to be preserved for 5 years.

1. Annual sale Schedules.
2. T.T. 1 Register of trees marked.
3. T.T.6(a) register of tree-rent.
4. T.T.10 register - (Tree tests).
5. Village Patrol Register.
6. Contingent Register.
7. Statement of trees dead by overtapping.
8. Departmental Fine statement.
9. Administration Report of District Office.
10. Statement of lands containing date trees given out for cultivation.
11. Comparative consumption statement of arrack.
12. Valuation statement.

Records &c, to be preserved for 3 years.

1. Receipt and issue Book of Stationery.
2. Range office Order Book.
3. Stationery Indent.

Records &c to be preserved for 2 years.

1. T.T. 2 Register of progress.
2. Register of daily issues of liquor from Depots.
3. Inspection notes of Taluks, Ranges and Depots &c,.

(14

Records &c., to be preserved for one year.

1. Report on condition of tents.
2. "G" Chellans.
3. "N" Extracts.
4. Regist er of Ganja Chellans.
5. Remission records (After Govt. sanction).
6. Uniform clothing register.
7. T.T. 4 application files. (except those relating to arrears)
8. Correspondence &c, travelling allowance bills, allowances &c,.
9. General Amad register.
10. ~~Mysore Gazette (except Part III).~~
11. Quarterly statement of priced books &c,.
12. Diary check register.
13. Diary file register.
14. Register of requisitions to Police.
15. Correspondence re Diaries of Inspectors & Asstt. Inspectors.
16. Correspondence regarding advances.
17. Officers' Diary.
18. Review on Crime statement.
19. Crime Reports disposed and correspondence pertaining
20. Correspondence regarding Estate shops.
21. Correspondence regarding opening, Closing &c, of shops.
22. Correspondence re Uniform &C,.
23. Papers re Contingencies.
24. T.T.7 General Transport Permits
25. T.T.9 Valuation.
26. Bail Bond register.
27. Recognizance register.
28. Charge sheet register.
29. Shop account books.
30. Shop permit books.
31. Shop inspection books.
32. Toddy and Arrack Pass books.
33. T.T.6 register - (abstract of tapping license).

5

34. Foreign liquor quarterly statement.

35. Stock and Wastage accounts.

36. Statements showing transactions of double distilled spirits &c,.

37. Statement showing transactions of Ganja, opium, Beer &c,.

38. Depot and arrack monthly and annual accounts.

39. Correspondence re returns, statistics &c,.

40. do re licensees.

41. do re Stationery and forms..

42. do re supply of arrack, ganja &c,.

43. do re repairs and purchase of tents.

44. Transfer of shops from one place to another.

45. Correspondence re sales, notices, deposits &c,.

46. do workings management &c., of Range & Sub Range.

47. do re T.T.applications, marking &c,.

48. do Jathra shops and privileges, sales &c..

49. T.T.2 Progress reports of Asst. Inspectors.

50. Foreign liquor Import permits..

51. Methylated Spirit import permits.

52. Itineration register.

53. Certificate of permanemt advance.

54. Detailed Contingent Bill.

55. T.T.3(a) Extracts.

56. Itineration review on work of Inspectors.

57. Itineration performed by District Excise officers.

58. Crime statement with review.

59. Reward roll for successful detection.

60. Monthly statement of fresh men entertained.

61. List of officials drawing Rs 70/- and above.

62. Monthly stock and Wastage accounts.

63. List of Graduates in the Department.

64. Correspondence re patrolling.

65. do Summonses.

66. do Tapping license suspension notice.

67. Register of warrants.

68. Counterpart agreements.

(6

Records &c., to be destroyed :-

1. Sale lists -(original) After collection of arrears.
2. Statement of pension applications pending - After settlement.
3. Defaults, loss of revenue &c., - After disposal.
4. Papers re arrears of revenue - do

Excise Commissioner

in Mysore.

G.R.S. 26]

File No. 34/10

Serial No. 2

Diary No. of letter replied to 767

No. 4466

24-2-1911

General and Revenue Secretariat

( )

, the *19* .

To

The Excise Comr

in Mysore

Date of issue 24-2-11

Signed by Hirigunda

Sir,

With reference to

your letter no 6530 of 17/8/

submitting a list of the

classification of the Excise

records & the periods for

which they are to be

preserved, I am directed

~~to request that you will~~

~~be so good as to forward~~

~~whether the records~~

over.

SUBJECT.

~~Cannot be arranged~~
~~like only 2 classes, one~~
to obstruct Heads the
list does not [illegible] to provide for embrace
~~Contain the~~ records (Excise)
of the Land Office & to
regard Heads ~~will be so good as to add~~ they may also be dealt with under the rules.
[illegible] also.

2) The necessity for the
permanent preservation
of the records bearing
Nos 11, 15, 21, 22, 23, 24, 28,
29 & 32 & 33 is not clear
to Govt. Further explanation is requested

3) As Govt. Consider
it ~~also necessary to~~ desirable that
~~preserve~~ parts I & II also
of the Gazette, all the
~~three~~ parts hereby ordered
in annual reclame.

4) If [illegible] sufficient
to preserve for a period
of 30 years the annual
prefixed bills of the Secretary

List of enclosures,

Should be preserved
each part bound
separately ?
(Yes - more convenient)

Copied by

Examined by

GPB—20,000—12-8-10

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form*).

Registers, ~~Collectors~~ Tahsildars ~~and~~ as also ~~of~~ the Registers of all Inam villages.

5) Where Revision of Survey is necessary to preserve the Settlement Registers of every one of the Ryotwari Estates fall the question of the Revision Estimate should be settled. ~~Where is no necessity to preserve for 30 years the Inam Registers only for 30 years~~ the Inam Registers only for 30 years ~~the Ryotwari Registers for 30 years~~ as the Ryotwari Registers have been to be posted up to date and there need

(need not be preserved beyond 30 years)

the entries ~~were to be~~
verified every year
at the time of the preparation
of the Schedules of
Establishment.

6) If any lecturer dismissed
by reason of the uniform
classification (Note 3
in page 3 of the list).

7) Consolidated allowance.
under (Sl 6 in page 4)
may be transferred to
the next list. So that they
~~each allowance~~
may be destroyed after
the pension is collected
in the same way as
the original sale lists

8). The list may be
prepared in the legible
of the above observations

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form*).

No 7916

93627

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE,

Bangalore, dated 2nd April 1912.

3-4-12

8th 34-10-8(3)

From

C. Srikantesvara Aiyar, Esq., B.A., B.L.,
Offg: Inspector General of Police,
in charge of the office of the
Excise Commissioner in Mysore.

To

C. S. Balasundram Iyer, Esq., B.A.,
Offg : *Secretary to the Government of*
His Highness the Maharaja of Mysore,
General and Revenue Departments.

SIR,

Adverting to your letter No. Fl.4446/S.R.34-10-2, dated the 24th February 1911, suggesting the revision of the list of classification of the Excise records and the periods for which they are to be preserved in the light of the observations made therein, I have the honor to submit a revised list embodying the Excise records of the Taluk office and to state that the records referred to in para 2 of the letter under reply have been reclassified in consultation with the Deputy Commissioners. As regards the leave Register referred to in para 3 thereof, the corresponding rule in Madras is to preserve it for 3 years. As it may be required for reference in cases of unverified services its preservation for 30 years is recommended.

2. I request that the approval of Government may be kindly obtained in the matter.

I have the honor to be,

Sir,

Your most obedient servant

Offg: Inspector General of Police,
in charge of the office of the
Excise Commissioner in Mysore.

1912

From

J.Srikantesvara Aiyar, Esq., B.A.,B.L.
Offg: Inspector General of Police,
in charge of the office of the
Excise Commissioner in Mysore.

To

J.S.Balasundram Aiyar, Esq., B.A.,
Offg: *Secretary to the Government of*
H. H. the Maharaja of Mysore,
Genl. and Rev. Depts.

Dated 1st April 1912.

Despatched 3-4-12.

Received

General No. 7216

Enclosure No. 1

SUBJECT.

Submitting a revised list embo-
-ing the Excise records of the Tal
office and the periods for which t
are to be preserved etc.

- - - - - - - -

3627

11 12

SR

34-10

3

GPB—2,000—31-7-09

Enclosure to GSL 3 SR 34-10 (pages 13 to 17) (12)

Memo regarding the classification, preservation etc., of Excise Records decided at the Excise Conference held at Bangalore on 4th June 1909 and revised as per General and Revenue Secretary's letter No. Fl.4466/S.R.34-10-2, dated 24th February 1911.

Records to be kept permanently.

1. "From" Register.
2. "To" Register.
3. Circular Order Book (to Inspectors).
4. Office Instructions file.
5. Reference Books.
6. Memo Book.
7. Acquittance Roll.
8. Conviction Register.
9. Register of Government articles.
10. Government Proceedings.
11. Schedule of establishment.
12. Circular and Standing Orders.
13. Date Groves and Reserves, Plantations etc.
14. District and Taluk annual Demand, Collection and Balance statement of all kinds.
15. T.T.3 Register (Villagewar).
16. T.T.3(a) Register - (Shopwar).
17. T.T.8 Register.
18. Villagewar Register of information.
19. Mysore Gazette, Parts I, II, III (Separately bound)
20. Correspondence re appointment, leave, promotions and retirements
21. Correspondence re re-organization etc., of ~~Excise~~ Excise & Office Staff etc.
22. License Register.
23. Crime Register (Range office).
24. Statement of officials dismissed.
25. List of Europeans employed.
26. General Day Book of Excise collections in Taluk Office.

~~27. Correspondence re Peons of the Taluk office.~~

(14

27. Settlement Register. (Sale)

28. Records connected with the settlement of claims of Inamdars.

Records etc., to be preserved for 30 years.

1. Defaulters' Register.

2. Service Books of Assistant Inspectors and Sub Inspectors.

3. Leave Register of Inspectors and Assistant Inspectors etc.

4. Tappal Book.

5. Refund bill on account of Sringeri Jahagir Arrack etc.

6. Correspondence re misconduct of officials, inspectors etc.

7. House rent, quarters and accommodation for office, Excise Staff.

Records etc., to be preserved for 5 years.

1. Annual Sale schedules.

2. T.T.1 Register of trees marked.

3. T.T.C(a) Register of tree-rent.

4. T.T.10 Register - (Tree-tests).

5. Village Patrol Register.

6. Contingent Register.

7. Statement of trees dead by overtapping

8. Departmental Fine statement.

9. Administration Report of District office.

10. Statement of lands containing date trees given out for cultiva-tion.

11. Comparative consumption statement of arrack.

12. Valuation statement.

13. Correspondence regarding Conference and meetings.

14. Crime Register (District office).

15. Range office accounts.

Records to be preserved for 3 years.

1. Receipt and issue book of stationery.

2. Range office order book.

3. Stationery Indent.

4. Index book to crime register.

5. Resale Register - 3 years after the revenue is collected.

6. Departmental Fine Register - 3 years after the fines are collected.

7. Uniform clothing Register.

Records etc., to be preserved for 2 years.

1. T. T. 2 Register of progress.

2. Register of daily issues of liquor from Depots.

3. Inspection notes of Taluks, Ranges and Depots etc.

Records to be preserved for one year.

1. Report on condition of tents.

2. " " chellans.

3. " " extracts.

4. Register of Ganja chellans.

5. Remission records (after Government sanction)

6. T.T.4 application files except those relating to arrears.

7. Correspondence etc., travelling allowance bills allowances etc.

8. General Aamad Register.

9. Quarterly statement of priced books etc.,

10. Diary Check Register.

11. Diary file register.

12. Register of requisitions to Police.

13. Correspondence regarding diaries of Inspectors and Assistant Inspectors.

14. Correspondence regarding advances.

15. Officers' Diary.

16. Review on crime statement.

17. Crime reports disposed and correspondence pertaining.

18. Correspondence regarding Estate shops.

19. Correspondence regarding opening, closing etc., of shops.

20. Correspondence re Uniform.

21. Papers regarding contingencies.

22. T.T.7 General Transport permits.

23. T.T.9 Valuation register.

65

24. Bail Bond Register.
25. Recognizance Register.
26. Charge sheet Register.
27. Shop account books.
28. Shop permit books.
29. Shop Inspection books.
30. Toddy and arrack pass books.
31. T.T.6 Register - (abstract of tapping license).
32. Foreign Liquor quarterly statement.
33. Stock and Wastage accounts.
34. Statements showing transactions of double distilled spirits etc
35. Statement showing transactions of Ganja, Opium, Beer etc.
36. Depot and arrack monthly and annual accounts.
37. Correspondence re returns, statistics etc.
38. -do- re licenses.
39. - do - re stationery and forms.
40. - do - re supply of arrack, Ganja etc.
41. - do - re repairs and purchase of tents.
42. Transfer of shops from one place to another.
43. Correspondence re sales, notices, deposits etc.
44. - do - working management etc. of Ranges and Sub-Ranges.
45. - do - re T.P.applications, marking etc.
46. - do - Jatra shops and privileges sales etc.
47. T.T.2 progress reports of Assistant Inspectors.
48. Foreign Liquor Import permits.
49. Methylated Spirit Import Permits.
50. Itineration Register.
51. Certificate of Permanent advance.
52. Detailed contingent bill.
53. T.T.5 (a) extracts.
54. Itineration review on work of Inspectors.
55. Itineration performed by District Excise Officers.
56. Crime statement with review.
57. Reward roll for successful detection.

(17)

58. Monthly statement of fresh men entertained.

59. List of officials drawing Rs.70/- and above.

60. Monthly stock and Wastage accounts.

61. List of Graduates in the Department.

62. Correspondence re patrolling.

63. -do- Summonses.

64. -do- Tapping license suspension notice.

65. Register of warrants.

66. "K" Register of "J" passes.
67. File of "J" passes and also Ganja and other passes.
68. "O" Register of "N" extracts.
69. Ganja and Opium consumption Register.
70. Register showing the licenses granted for date leaf cutting.

— One year after the close of the official year to which they relate.

~~71~~

71. Tree-tax Ledger.
72. Toddy Ledger.
73. Arrack Ledger.
74. Miscellaneous Ledger.
75. Confirmation Notices.
76. Duplicate of licenses granted to contractors.
77. Original Hraj Patties.
78. Remission records.

~~79.~~

— One year after the arrears relating thereto are recovered or remission sanctioned.

Records etc., to be destroyed.

1. Counterpart agreements - after collection of arrears.

2. Sale lists. after collection of arrears.

3. Statement of pension applications pending - after settlement.

4. Defaults, loss of revenue etc.- after disposal.

5. Papers re arrears of revenue. - after disposal.

A. L. Kaul Varanasi

Offg: Inspector General of Police,
in charge of the office of the
Excise Commissioner in Mysore.

AP
1-4-12

G.R.S. 28]

File No. 34/10
Serial No. 4

Diary No. of letter replied to 3627

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

the 19

Date of issue 31-5-12

Signed by W Mysari Rao

READ— Correspondence regarding write letter No. H 7316 & 3/4/12 from the Excise Commr in Mysore submitting for ~~sanction~~ approval a list showing the classification of the records of the Excise Dept and the periods for which they are to be preserved -

ORDER THEREON.—No.

over.

SUBJECT.

Order thereon No 7L 5784-92

& 31st May 1912

Approved.

2. The list is published as one appendix to this order.

Sd/- Qureshi

To The Excise Commr
The Collectors of Excise
Dists (All)
U/S/12

Here with the list as one appendix.

READ—

Correspondence ending with letter No. 7916, dated 3rd April 1912, from the Excise Commissioner in Mysore, submitting for approval a list showing the classification of the records of the Excise Department and the periods for which they are to be preserved.

No. FL. 5184-92—S. R. 34-10-4, DATED BANGALORE, 31ST MAY 1912.

ORDER THEREON.—Approved.

2. The list is published as an appendix to this Order.

K. R. SRINIVASIENGAR,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Excise Commissioner in Mysore.
The Deputy Commissioners of Districts.

APPENDIX.

Records to be preserved permanently.

1. "From" register.
2. "To" register.
3. Circular order book.
4. Office instructions file.
5. Reference books.
6. Memo book.
7. Acquittance roll.
8. Conviction register.
9. Register of Government articles.
10. Government Proceedings.
11. Schedule of establishment.
12. Circular and standing orders.
13. Date groves and reserves, plantations, etc.
14. District and taluk annual demand, collection and balance statements of all kinds.
15. T. T. 3 register (villagewar).
16. T. T. 3 (*a*) register (shopwar).
17. T. T. 8 register.
18. Villagewar register of information.
19. *Mysore Gazette*, Parts I, II, III (Separately bound).
20. Correspondence *re* appointment, leave, promotions and retirements, etc.
21. Correspondence *re* reorganization, etc., of executive and office staff.
22. License register.
23. Crime register (range office).
24. Statement of officials dismissed.
25. List of Europeans employed.
26. General day book of Excise collections in Taluk Offices.
27. Settlement register. (Sale).
28. Records connected with the settlement of claims of inamdars.

Records to be preserved for thirty years.

1. Defaulters' register.
2. Service books of Assistant Inspectors and Sub-Inspectors.
3. Leave register of Inspectors and Assistant Inspectors, etc.
4. Tappal book.
5. Refund bill on account of Sringeri Jahgir Arrack, etc.
6. Correspondence *re* misconduct of officials, Inspectors, etc.
7. House rent, quarters and accommodation for office Excise Staff.

Records to be preserved for five years.

1. Annual sale schedules.
2. T. T. 1 register of trees marked.
3. T. T. 6 (*a*) register of tree-rent.
4. T. T. 10 register (tree tests).
5. Village patrol register.
6. Contingent register.
7. Statement of trees dead by overtapping.
8. Departmental fine statement.
9. Administration Report of District office.
10. Statement of lands containing date trees given out for cultivation.
11. Comparative consumption statement of arrack.
12. Valution statement.
13. Correspondence regarding Conference and meetings.
14. Crime register. (District office.)
15. Range office accounts.

Records to be preserved for three years.

1. Receipt and issue book of Stationery.
2. Range office order book.
3. Stationery indent.
4. Index book to crime register.
5. Resale register—three years after the revenue is collected.
6. Departmental fine register—three years after the fines are collected.
7. Uniform clothing register.

Records to be preserved for two years.

1. T. T. 2 register of progress.
2. Register of daily issues of liquor from depots.
3. Inspection notes of taluks, ranges and depots, etc.

Records to be preserved for one year.

1. Report on condition of tents.
2. "G" Chellans.
3. "N" Extracts.
4. Register of ganja chellans.
5. Remission records (after Government sanction).
6. T. T. 4 application files except those relating to arrears.
7. Correspondence, etc., travelling allowance bills, allowances, etc.
8. General amad register.
9. Quarterly statement of priced books, etc.
10. Diary check register.
11. Diary file register.
12. Register of requisitions to Police.
13. Correspondence regarding diaries of Inspectors and Assistant Inspectors.
14. Correspondence regarding advances.
15. Officer's diary.
16. Review on crime statement.
17. Crime reports disposed of and correspondence pertaining.
18. Correspondence regarding estate shops.
19. Correspondence regarding opening, closing etc., of shops.
20. Correspondence *re* uniform.
21. Papers regarding contingencies.
22. T. T. 7 general transport permits.
23. T. T. 9 valuation register.
24. Bail bond register.
25. Recognizance register.
26. Charge sheet register.
27. Shop account books.
28. Shop permit books.
29. Shop inspection books.
30. Toddy and arrack pass books.
31. T. T. 6 register (abstract of tapping license).
32. Foreign liquor quarterly statement.
33. Stock and wastage accounts.

34. Statement showing transactions of double distilled spirits, etc.
35. Statement showing transactions of ganja, opium, beer, etc.
36. Depot and arrack monthly and annual accounts.
37. Correspondence *re* returns, statistics, etc.
38. Do *re* licenses.
39. Do *re* stationery and forms.
40. Do *re* supply of arrack, ganja, etc.
41. Do *re* repairs and purchase of tents.
42. Transfer of shops from one place to another.
43. Correspondence *re* sales, notices, deposits, etc.
44. Do working management, etc., of Ranges and Sub-Ranges.
45. Do *re* T. T. applications, marking, etc.
46. Do Jatra shops and privileges sales, etc.
47. T. T. 2 Progress reports of Assistant Inspectors.
48. Foreign liquor import permits
49. Methylated spirit import permits.
50. Itineration Register.
51. Certificate of permanent advance.
52. Detailed contingent bill.
53. T. T. (3) (*a*) extracts.
54. Review on itineration work of inspectors.
55. Itineration performed by District Excise Officers.
56. Crime statement with review.
57. Reward roll for successful detection.
58. Monthly statement of fresh men entertained.
59. List of officials drawing Rs. 70 and above.
60. Monthly stock and wastage accounts.
61. List of Graduates in the Department.
62. Correspondence regarding patrolling.
63. Do summonses
64. Do tapping license, suspension notice.
65. Register of warrants.
66. "K" register of "J" passes.
67. File of "J" passes and also ganja and other passes.
68. "C" register of "N" extracts.
69. Ganja and opium consumption register.
70. Register showing the licenses granted for date leaf cutting.

One year after the close of the official year to which they relate.

71. Tree-tax ledger.
72. Toddy ledger.
73. Arrack ledger.
74. Miscellaneous ledger.
75. Confirmation notices.
76. Duplicate of licenses granted to contractors.
77. Original haraj pattis.
78. Remission records.

One year after the arrears relating thereto are recovered or remission sanctioned.

Records, etc., to be destroyed.

1. Counterpart agreements—after collection of arrears.
2. Sale lists—after collection of arrears.
3. Statement of pension applications pending—after settlement.
4. Defaults, loss of revenue, etc.—after disposal.
5. Papers regarding arrears of revenue—after disposal.

1911-12

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

FINANCIAL
(SEPARATE REVENUE)

PROCEEDINGS

Dated 31st May 1912

No. Fl. 5184-92 / S. R. 34-10-4

Approves the list showing the classification of the records of the Excise Department and the periods for which they are to be preserved, and directs the publication of the list as an Appendix to this Order.

GPB—21-6-12—200